

FORMS COORDINATOR APPOINTMENT

FMC 105 (REV. 7/2002)

TO: Departmental Forms Coordinators

The Forms Management Center (FMC) is updating its statewide Forms Management Coordinator's list. In compliance with Government Code, complete the information requested below and return it to the Forms Management Center at the address in the upper right. Thank you for your prompt attention and cooperation.


DEPARTMENTAL FORMS COORDINATOR INFORMATION

			FOR FMC USE ONLY	
			DATE RECEIVED BY FMC	
<i>Please type or print.</i>				
COORDINATOR'S NAME (<i>Last Name First</i>)			TITLE	
DEPARTMENT NAME				
DIVISION			UNIT, BUREAU, OR SECTION	
STREET ADDRESS (<i>Number, Street, Room Number/Mail Stop</i>)			(<i>City</i>)	(<i>State and 9-digit ZIP Code</i>)
TELEPHONE NUMBER ()			CALNET NUMBER ()	FAX NUMBER
			E-MAIL ADDRESS	

Government Code 14772 requires each department to appoint an individual to represent the department's forms management program. See SAM Section 1700 for more information about the State's Forms Management Program.

AUTHORIZATION—TO BE COMPLETED BY DIVISION CHIEF

*The individual named above has been appointed to act as the
departmental forms coordinator.*

DIVISION CHIEF (<i>Please type or print</i>)	TELEPHONE NUMBER	E-MAIL ADDRESS
DIVISION CHIEF'S SIGNATURE 		DATE SIGNED